

Disabled Children's Team Resource Panel

Terms of Reference

Purpose of the Panel

The Disabled Children's Team Resource Panel meets to consider applications for access to Short Break Services.

Applications to the Panel can come from either a Social Worker or a Social Work Support Assistant.

Resource Panel will consider the following types of application:

- A request for a new service
- A request following an updated assessment or review of the services in place

Application Process

Applications to the Disabled Children's Team Resource Panel can only be made using the designated application form and must provide as much information as possible. All sections must be fully completed, otherwise the application will not be accepted.

All applications must be based upon an up-to-date assessment and/or plan (both required for social work cases, plan only required for SWSA cases) which fully reflects the child's current circumstances and the request being made. The assessment and/or plan must be dated no earlier than 3 months before the date of the Resource Panel (in emergency situations a request can be discussed pending a new assessment and/or plan).

In addition, applications should include a full breakdown of the financial costs of the services requested, including costs for staff, travel and equipment. Any external funding of the package should also be detailed including the agreed percentage split and which elements of the application this applies to (e.g., Health funding, charity funding).

The Panel meets weekly on Tuesdays from 9.30am to 12.00pm. All applications should be sent by email to southeastlocalityadmin@northumberland.gov.uk

The deadline for submitting applications is 1.00pm on the Thursday before the Panel. Any applications made after this time will be deferred to the next Panel meeting (except in emergency situations and agreed by the responsible Team Manager). Documents will be distributed to Panel members by the close of business on the Thursday before Panel. Panel members are expected to read the applications prior to the Panel meeting.

Panel Meeting Process

Workers making applications will be allocated timeslots to attend the Panel to discuss their application. Attendance at the meeting should be prioritised and requests will only be discussed in the absence of the allocated worker in exceptional emergency situations.

Workers should come prepared to give a summary of the case and the request and should be prepared for supplemental questions from Panel members. The Panel will review the application and make a decision on whether to agree the access to services requested. All decisions will be based on the evidence provided and on securing the desired outcomes for the child.

The services provided will be agreed for a set period of time and reviewed regularly (at a minimum 6 monthly).

DCT RESOURCE PANEL PROCESS

Prior to panel

- All applications need to be completed and sent to southeastlocalityadmin@northumberland.gov.uk by 1.00pm on the Thursday before the Panel. PLEASE NOTE: All emails for Panel requests should be titled 'DCT RESOURCE PANEL' to ensure these are picked up. The application form when completed should be renamed to DCT Resource Panel Application Form - **child's name**
- Admin will collate applications and email them to Panel members by the close of business on the Thursday before Panel.
- An agenda and the applications for the meeting will be sent to panel members by close of business on the Thursday before the Panel. Workers making an application to Resource Panel will be notified of their allocated timeslot by the same time.
- All Panel members are expected to read the paperwork before the Panel meeting.

Panel day

Panel will begin at 9.30am. Panel slots will be 15 minutes in length for cases presented by a social worker. Cases presented by a Social Work Support Assistant will be 10 minutes in length as it is anticipated that these will be more straightforward applications.

The decisions made will be recorded by the Panel chair on the relevant section of the application forms.

Admin actions relating to Panel

Resource Panel requests will be sent to the email address detailed above.

Admin are requested to:

1. Receive and collate all requests for the following weeks panel. This will include all requests received up to 1.00pm on the Thursday before the Panel meeting.
2. Collate an agenda for the Resource Panel, with the first slot being at 9.30am.
3. Allocate slots to workers, ensuring that if people have submitted more than one request, their slots are grouped together. The Panel application form details whether the request is from a Social Worker or a Social Work Support Assistant. Social Work applications should be given a slot for 15 minutes per case, Social Work Support Assistants should be given a slot for 10 minutes per case.
4. Panel will finish by 12.00pm so the last slot will be at 11.45am or 11.50am depending on the application type.
5. By the close of business on the Thursday before the Panel, admin will send out the agenda and papers to all Panel members (detailed below).
6. By the close of business on the Thursday before the Panel, admin will send the agenda to all workers who have submitted applications, so they know what their time slot(s) are.
7. Following the Resource Panel meeting, the Panel chair will email all panel forms to admin, including the detail of the decision made on the day.
8. Admin will enter a case note on the child's ICS record titled 'Resource Panel' which will describe the decision made as stated in the 'Outcome of Panel' section. Please also include the date set for the next Resource Panel discussion.
9. Admin will then sign, date and upload the full and complete Resource Panel form to the child's ICS record. This should be done by the close of business on the Friday after the Panel meeting.

Resource Panel Members

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Lynn Bryden - lynn.bryden@northumberland.gov.uk

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Ian Walker
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Disabled Children
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